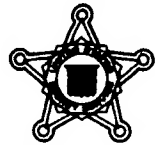


DEPARTMENT OF THE TREASURY  
UNITED STATES SECRET SERVICE

WASHINGTON, D.C. 20223

OFFICE OF THE DIRECTOR

MEMORANDUM

TO : Occupants of Secure Areas

FROM : Special Agent in Charge  
Technical Security Division

SUBJECT : Office Security

DHS Review Completed.

Under Executive Order 12333, the Technical Security Division of the U.S. Secret Service is responsible for providing audio countermeasures inspections within the White House/OEOB Complex and other areas as designated by the Secretary of the Treasury or the President. In compliance with this Executive Order, your office is or will soon be the subject of routine audio countermeasures inspections. As occupants of a secure area, the following are being provided to you as a reminder that your assistance is required to maintain the security of your office.

During the inspection or "sweep", the team will use numerous techniques to detect the presence of unauthorized listening or recording devices, commonly known as "bugs". Upon completion of the sweep, it is imperative that adequate security be maintained on the area to insure the integrity of the sweep. The need for your cooperation in maintaining this security cannot be overemphasized.

During working hours when the area is no longer under the security of intrusion alarms or Uniformed Division officers, it is incumbent upon the personnel in the area to keep the area secure. The following practices should be instituted, if already not in use, and will help to keep your area secure.

1. All classified materials should be safeguarded at all times and be kept out of the reach or sight of casual passersby. The classified documents should be stored in approved containers whenever the area is unattended.
2. No classified information should ever be discussed on other than secure telephone systems. Although your standard telephones will be inspected during the sweep, we cannot insure against unauthorized interceptions or "taps".
3. After the initial inspection, you will be responsible for escorting electricians, carpenters, telephone men, etc., that enter your area to perform any work. You will then be responsible for immediately reporting the work that was done. The reporting will be accomplished by completing one of the escort forms furnished by TSD. Any new furnishings brought into the area, or present furnishings removed and returned, should also be reported on an escort form.

4. If your area is protected by intrusion alarms, be sure that the last person leaving the office activates the system. The office should never be left unattended during working hours. If it is necessary to leave the office unattended, activate the alarm before leaving and notify the Secret Service Uniformed Division Control Center on 395-4497.
5. Escort all non-cleared visitors while they are in your area; do not leave them alone. Cleaning personnel - even passholders - should also be constantly escorted while in your area.
6. Report any suspicious activity or changes in your area for which you cannot account. (Report such occurrences from a telephone outside your area.)

The above practices may seem severe or troublesome, but devices currently available can be introduced into your area in less than a minute. It is your responsibility to assist us in keeping your office secure and your cooperation is greatly appreciated.

Most of our inspections take place after normal working hours. However, if you are present during an inspection please continue with your usual functions and make no mention of what is taking place. If you have a question or wish to speak with a team member, ask him/her to step outside the area to talk. Also, prior to our arrival, any discussions that a sweep will take place should not be held within the area.

To contact the Technical Security Division to request guidance or to report a problem, call 395-4005 or Signal drop 398, and ask for the "Duty Desk". The person on the Duty Desk will take your request and initiate appropriate action to solve the problem. Our Duty Desk is manned on a 24-hour basis so help is always available.

To: Technical Security Division  
Technical Surveillance Countermeasures Section

DATE: \_\_\_\_\_

From: \_\_\_\_\_

Office: \_\_\_\_\_ Room # \_\_\_\_\_  
(If applicable)

Name of workman \_\_\_\_\_

Company he/she works for \_\_\_\_\_

Area of room where work was accomplished.

\_\_\_\_\_  
\_\_\_\_\_

The work accomplished was: (Check appropriate boxes)

Installation of new equipment/furnishings - - - - - ☐

Repair of existing equipment/furnishing - - - - - ☐

Repair of telephone equipment - - - - - ☐

Plastering, painting, etc. - - - - - ☐

Other, specify \_\_\_\_\_ ☐

The workman was escorted by \_\_\_\_\_

Serial number of equipment worked on \_\_\_\_\_

If you have any questions concerning the escorting or execution of this form please call 395 - 4005 or 395 - 6396 for assistance.

After completing this form please forward as soon as possible to TSD to Room 572, the appropriate follow-up action will be scheduled.

The original E.O. assigning Secret Service the authority to provide Technical Surveillance Countermeasures activities to the President and Executive Office of the President was E.O. 12036 dated January 24, 1978. The current E.O. was signed on December 4, 1981 and is E.O. 12333. The wording in both E.O.'s remained the same.

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THE WHITE HOUSE

EXECUTIVE ORDER  
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UNITED STATES INTELLIGENCE ACTIVITIES

By virtue of the authority vested in me by the Constitution and statutes of the United States of America including the National Security Act of 1947, as amended, and as President of the United States of America, in order to provide for the organization and control of United States foreign intelligence activities, it is hereby ordered as follows:

— 1-10. The Department of the Treasury. The Secretary of the Treasury shall:

1-1001. Overtly collect foreign financial and monetary information;

1-1002. Participate with the Department of State in the overt collection of general foreign economic information;

1-1003. Produce and disseminate foreign intelligence relating to United States economic policy as required for the execution of the Secretary's responsibilities; and

1-1004. Conduct, through the United States Secret Service, activities to determine the existence and capability of surveillance equipment being used against the President of the United States, the Executive Office of the President, and, as authorized by the Secretary of the Treasury or the President, other Secret Service protectees and United States officials. No information shall be acquired intentionally through such activities except to protect against such surveillance, and those activities shall be conducted pursuant to procedures agreed upon by the Secretary of the Treasury and the Attorney General..